



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 1650.1F
B 07-1
4 Apr 02

BATTALION ORDER 1650.1F

From: Commanding Officer
To: Distribution List

Subj: NONCOMMISSIONED OFFICER OF THE QUARTER/YEAR AND MARINE
OF THE QUARTER/YEAR RECOGNITION PROGRAM

Ref: (a) MCCDCO 1650.2B
(b) MCO P1400.32C

Encl: (1) Noncommissioned Officer of the Quarter/Year and
Marine of the Quarter/Year Data Sheet
(2) Personal Biography Format for Nominees

1. Situation. To establish a program within this Organization for the selection and recognition of the Noncommissioned Officer (NCO) of the Quarter/Year and the Marine of the Quarter/Year as directed by references (a) and (b).

2. Cancellation. BnO 1650.1E.

3. Mission

a. The Noncommissioned Officer of the Quarter/Year and Marine of the Quarter/Year recognition programs were establish by the CG, MCCDC to periodically single out and recognize individual Marines, Sergeant and below, for superior performance.

b. The Noncommissioned Officer of the Quarter/Year and Marine of the Quarter/Year Boards are established in reference (a) for MCCDC.

c. The Noncommissioned Officer of the Quarter/Year will be selected from the ranks of Corporal and Sergeant. The Marine of the Quarter/Year will be selected from the enlisted ranks of Lance Corporal and below.

4. Execution

a. Screening. The following factors, in addition to overall performance of duty, will be considered when screening Marines for this recognition program:

4 Apr 02

(1) Nominees for Noncommissioned Officer of the Quarter/Year and Marine of the Quarter/Year will:

(a) Have average Pro/Con marks of 4.5/4.

(b) Not have derogatory page 11 entries during the quarter and year nominated.

(c) Not have a conviction of drugs or alcohol during their current enlistment.

(d) Not have an NJP/Court Martial for at least one year prior to convening the Board.

(2) Additionally, the following factors will be considered when screening for the recognition program.

(a) Noteworthy self-improvement efforts (MCI's, off-duty education, recruiter's assistance, etc.)

(b) Meritorious masts, letters of appreciation, certificates, personal awards.

(c) Contributions to the military and/or civilian communities.

(d) Demonstrates degree of leadership, integrity, maturity, responsibility and growth potential and potential for meritorious promotion.

b. Nominations

(1) Marines screened and selected at the company level will be nominated in writing by the section and the company for consideration by the Battalion Screening Board.

(2) The nomination letter will contain a word picture of the nominees and a specific description of the Marine's action or sustained performance that caused them to be nominated.

(3) The enclosures (original and five copies) will be filled out and submitted with the nomination letter and SRB (with current BIR, BTR, Education, MCI screen and RED) to the Battalion Sergeant Major.

4 Apr 02

(4) Nominees will have an 8 x 10 photograph, wearing the seasonal uniform, taken by Combat Visual Information Center for submission to the Battalion Screening Board.

c. Selection

(1) The Battalion Screening Board, comprising of the Battalion Sergeant Major and all the company first sergeants, will screen the Marines nominated and recommend one Marine, on a quarterly basis, for each of the subject awards. This will also be accomplished for those Marines nominated for the yearly awards.

(2) The Battalion Screening Board for the Noncommissioned Officer and Marine of the Quarter will convene in the Battalion Conference Room at 1330 on the second Thursday of March, June, September and December. All Battalion Screening Boards for the Marine and Noncommissioned Officer of the Year will go the 1st week of October when announced by the Battalion Sergeant Major. All board members will be guided in the performance of their duties per references (a) and (b).

d. MCCDC Selection Board

(1) Marines selected as the Battalion Noncommissioned Officer of the Quarter/Year and Marine of the Quarter/Year will appear before the MCCDC Selection Board.

(2) Uniform for the MCCDC Selection Board will be Service "A" or Service "C", as appropriate for the season. Women Marines will wear oxfords.

(3) Marines selected as the MCCDC Noncommissioned Officer of the Quarter/Year and Marine of the Quarter/Year will be presented an award by the Commanding General, during the first week of the month following the selection.

(4) Marines may be selected for only one of the subject awards during a 12 month calendar period.

e. Awards

(1) Marines selected, as the Battalion Noncommissioned Officer of the Quarter/Year will receive the following:

(a) A 72 hour special liberty pass.

(b) A Certificate of Commendation from the Battalion Commander.

BnO 1650.1F

4 Apr 02

(2) Reference (a) addresses recognition of Marines selected as MCCDC Marine of the Quarter and NCO of the Quarter.

f. Publicity. Each Marine selected as the Battalion Marine of the Quarter/NCO of the Quarter will complete a Fleet Home Town News Release form through their company office.

5. Command and Signal. This Order is effective date signed.

R. BARRY CORNIN

DISTRIBUTION: A